THE HALLIGRAMS

Project
Management

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EDITOR'S NOTE

By Dolly (HRM)

Practical and effective project management has its roots in simplicity. Keeping it Simple makes it easy to understand. Project stakeholders can set unambiguous requirements, they can have clear expectations. Project stakeholders can measure project success in terms of benefits it delivers.

These days you are expected to be efficient. Always! So, how can we make the difference? By being EFFECTIVE, below is the following approach to do effective project management for our organization and drive better results.

Successful project delivery is not a rocket science. But it is perceived to be complicated and demanding process and if these perceptions are not clarified, it induces errors, risks and makes project go off-track, overrun cost, deliver sub-standard outcome. Though it can be complicated and demanding processes, it is not conquerable.

As per industry reports, there is still large percentage of project which are delivered successfully (on time, within budget, of desired quality). Following closing points will help you in succeeding project delivery.

Let's look at the basic steps for effective project management: project planning and project execution that a project manager can follow in almost every project to ensure project is delivered successfully.

– refer to Feature 3 for more details.

Budget

Quality

Time

Project

Delivery

Planning

Management

FEATURES

By Rozel (JHM)

Welcome to Your First Project!

Congratulations! We have just been put in charge of an important new project. Clearly, my boss is offering this opportunity as a vote of confidence in my skills. And while we are excited, this is my first time being responsible for an overall project and it is a bit frightening

A number of questions run through my mind:

How do we get started?

What are the steps necessary to move the project from initiation to closure?

How do we build a high performance project team?

Who do we ask for help in this process?

This post is focused on helping anyone new to leading a project, committee, or team initiative for an activity that is unique to the organization.. The tools and processes of project management exist to make our probability of success much higher.

First, Understand the Basic Steps for the Project Process:

Define the Scope:

The first, and most important, step in any project is defining the scope of the project. What is it we are supposed to accomplish or create? What is the project objective? Equally important is defining what is not included in the scope of my project. If we don't get enough definition from your boss, clarify the scope myself and revert for confirmation.

Determine Available Resources:

What people, equipment, and money will we have available to achieve the project objectives? As an operation manager, we usually will not have direct control of these resources, but will have to manage them through matrix management.

Understand the Timeline:

When does the project have to be completed? As we develop the project plan I may have some flexibility in how we use time during the project, but deadlines usually are fixed, we must weight the overtime hours against the limitations of our budget.

Assemble Our Project Team:

Get the people on our team together and start a dialog. They are the technical experts. That's why their functional supervisor assigned them to the project. Our job is to manage the team.

FEATURES...cont'd

By Rozel (JHM)

Detail the Work, Part 1:
What are the major pieces or components that have to be created to complete the project?
Detail the Work, Part 2:
Work with our team members to spell out the details necessary to achieve each major item. List the smaller steps in each of the larger steps. How many levels deep we go into more and more detailed steps depends on the size and complexity of our project.

Develop a Preliminary Plan:

Assemble all your steps into a plan. A good way to do this is to use a precedence table identifying what items must precede other items. Formal project management practices call for developing what is termed a network diagram and identifying the critical path. While this may be beyond your needs or knowledge level, the core issue is to sequence the activities in the right order and then allocate resources against the activities.

Questions to ask include: What happens first? What is the next step? Which steps can go on at the same time with different resources? Who is going to do each step? How long will it take? There are many excellent software packages available that can automate a lot of this detail for us. Ask others in similar positions what they use.

Create our Baseline Plan:

Get feedback on your preliminary plan from our team and from any other stakeholders. Adjust your timelines and work schedules to fit the project into the available time. Make any necessary adjustments to the preliminary plan to produce a baseline plan.
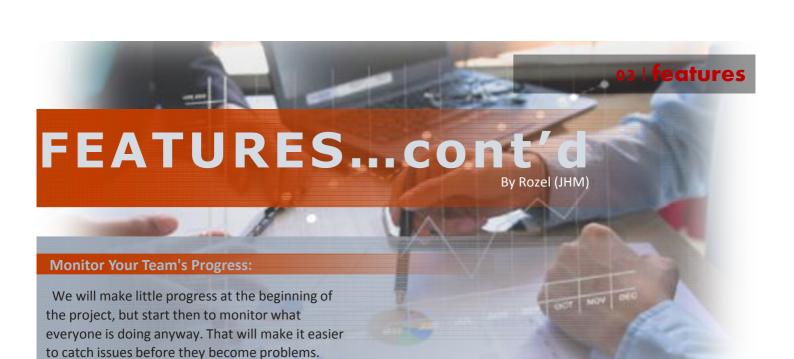
Request Project Adjustments:

There is almost never enough time, money, or talent assigned to a project. Our job is to do more with the limited resources than people expect. However, there are often limits placed on a project that are simply unrealistic. We need to make your case and present it to our boss and request these unrealistic limits be changed. Ask for the changes at the beginning of the project. Don't wait until it's in trouble to ask for the changes we need.

Work Your Plan, but Don't Die for It:

Making the plan is important, but the plan can be changed. We have a plan for driving to work every morning.

Do the same with our project plans. Change them as needed, but always keep the scope and resources in mind.

Image Extracted from:
https://www.istockphoto.com

FEATURES...cont'd

By Rozel (JHM)

Monitor Your Team's Progress:

We will make little progress at the beginning of the project, but start then to monitor what everyone is doing anyway. That will make it easier to catch issues before they become problems.

Document Everything:

Keep records. Every time you change from our baseline plan, write down what the change was and why it was necessary. Every time a new requirement is added to the project write down where the requirement came from and how the timeline or budget was adjusted because of it. We can't remember everything, so write them down so we'll be able to look them up at the end-of-project review and learn from them.

Keep Everyone Informed:

Keep all the project stakeholders informed of progress all along. Let them know of our success as we complete each milestone, but also inform them of problems as soon as they come up. Also keep you team informed. If changes are being considered, tell the team about them as far ahead as we can. Make sure everyone on the team is aware of what everyone else is doing.

The Bottom Line:

We do not have to be a formal project manager to lead a project initiative. However, we should apply the tools and logic of project management to the work of clarifying our objectives, detailing the work, building a team, and executing and monitoring the work. Best of success!

Office Ergonomics

By Fangting (QEHS)

Ergonomics is the scientific discipline using theory, method and principle to design work station in order to fit people's needs, abilities and limitations.

Jim and Hall's as a *biz* SAFE+ Exemplary Enterprise Award getter is fully implemented office ergonomics for improvement of working environment comfort for our staff. We conducted office lighting measurement activity by using professional Lux meter to ensure sufficient illuminance in office. Rest after few hours work is also encouraged in office by provision of unlimited fruit and drinks at pantry area.

6 office ergonomics tips to help you avoid fatigue

Arms
Make sure that the weight of your arms is supported at all times. If your arms are not supported, the muscles of your neck and shoulders will be crying by the end of day.

Head
Watch your head position, and try to keep the weight of your head directly above its base of support (neck). Don't "crane" your head and neck forward.

Keyboard
The keyboard and the mouse should close enough to prevent excessive reaching which strains the shoulders and arms.

Back
Slouching puts more pressure on the discs and vertebrae of your back. Use the lumbar support of your chair and move your chair as close to your work as possible to avoid leaning and reaching.

Monitor
The monitor should be placed directly in front of you, with the top no higher than eye level. Avoid eye strain by making sure that your monitor is not too close, it should be at least an arm's length away.

Feet
The feet should not be dangling when you are seated. If your feet don't comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard and chair.

STAFF NEWS / BIRTHDATES TIMEOUT / HOLIDAYS

By Suryani (ADM)

CELEBRATION!!

2018 JANUARY HOLIDAYS
1st, Monday - JHS, JHM, JHP, JHI, JHK
New Year's Day

2nd, Tuesday - JHT
Substitution for New Year's Day

31st, Wednesday - JHM
Thaipusam

2018 FEBRUARY HOLIDAYS
1st, Thursday - JHM
Federal Teritory Day

15th, 16th, 17th, Thursday, Friday, Saturday - JHK
Seollal

16th, Friday - JHS, JHM, JHP, JHI
Chinese New Year

17th, Saturday - JHS, JHM
Chinese New Year

18th, Sunday - JHM
Chinese New Year

25th, Sunday - JHP
EDSA Revolution Anniversary

2018 MARCH HOLIDAYS
1st, Thursday - JHT
Makha Bucha Day

1st, Thursday - JHK
March 1st Movement Day

17th, Saturday – JHI
Bali Hindu New Year

29th, Thursday – JHP
Maundy Thursday

30th, Friday – JHS, JHP, JHI
Good Friday

31st, Saturday – JHP
Black Saturday

2018 JANUARY BIRTHDAY

- AEKKACHAI WEERAKAEW - JHT
- NOOR FARIDAH NORDIN - JHM
- SITI SURYANI BINTE KAMIS - JHS
- HOO YANN LYNN, VERONICA - JHS
- LEK CHAY PING, DENISE - JHS
- LIM HONG ENG, CINDY - JHS
- CHUA SEO CHUAN - JHS

2018 FEBRUARY BIRTHDAY

- ESMOND NG - JHT
- TENG TOH CHEE - JHS
- MOHD SHAHID BIN SAMSUDDIN - JHS

2018 MARCH BIRTHDAY

- PAWANRACH JONGFUONGPARINYA - JHT
- LIM HUI KIAN, EVELYN - JHS
- LOW CHEE SEONG, RUDY - JHS

WILLING HEARTS

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WE CARE & SERVE

By Dolly (HRM)

What Willing Hearts Does?

- A secular, non-affiliated charity, Willing Hearts is wholly run by volunteers, apart from a handful of staff. It operates a soup kitchen that prepares, cooks and distributes about 5,000 daily meals to over 40 locations island wide, 365 days a year. Beneficiaries include the elderly, the disabled, low income families, children from single parent families or otherwise poverty stricken families, and migrant workers in Singapore.

- Willing Hearts is a registered as a society with the Ministry of Home Affairs since February 2005 and as a charity with the Ministry of Ministry of Social and Family Development since December 2008.

Volunteer Roles

- When we first arrive at Willing Hearts, we may find ourself "lost" in the midst of the hustle and bustle of activity in the kitchen. Do not worry - many first timers tend to feel "lost" so here is a list of various stations, which are available for volunteers to help at -

- **Preparation of ingredients** – This would include chopping vegetables, opening bottles and packets of seasoning and sauces, opening cans and packets of food, and just about any other task so the meals can be cooked and delivered on time.

- **Packing of Lunch Boxes** – This is a relatively simple task: line lunch boxes, scoop a portion of rice along with the dishes for the day, close lunch box and put it into the delivery basket.

- **Cleaning and Washing** – This is often the most overlooked part of the whole operation. Used trays, covers, baskets, cooking utensils, pots and pans all need washing.

- **General Help** – There will be someone, who would need a helping hand at the soup kitchen – this happens all the time. Someone WILL grab you along the way, asking for help.

Ace Your First Day Of Work

By Dolly (HRM)

Ease the awkwardness of a new job with these tips:

BE PUNCTUAL

Never be late on your first day of work. Get up extra early so you have a buffer should a traffic jam or train breakdown occur.

WATCH YOUR BEHAVIOUR

Don't keep staring at others' computer screens, glancing at your watch, or playing with your phone.

OBSERVE THE CULTURE

Keep your eyes and ears open. How do your colleagues communicate with one another? What is the overall vibe like? Is noise encouraged? Who does the boss like talking to?

TAKE IT SLOW

Smile a lot and be open – but refrain from talking bad about your old job or ex-colleagues. Don't be overly friendly. It takes time to know your colleagues.

PAY ATTENTION

Take down notes when you are being taught how to do something. Try not to ask the same question twice.

CALL PEOPLE BY NAME

Regardless of whether you encounter a firm, clammy or soft handshake, keep yours firm and give no more than two shakes (anything more is just strange).

- Observe if the person has any unique features (bright lipstick or a funky haircut) as you are introduced to him or her so you can remember the name better.
- People are delighted when you, a newbie, can remember their names, just a few hours into the job. Instead of a tepid and impersonal "Hi", go for a bright "Hi, Trevor".
- If you forgot the person's name, just ask for it again politely. At least it shows you are trying.

Check Your Work
e-mail

By Dolly (HRM)

Common mistakes and how to avoid them

Have you found yourself sending or receiving e-mails that are marred by grammatical mistakes?

1. IT'S / ITS

It's is short for "it is". So "it's ready" means "it is ready". "Its" without an apostrophe is the possessive determine of the personal pronoun "it". For example, the cat's tail or "its tail".

2. ADVISE / ADVICE

"Advise" is a verb, meaning someone giving counsel or to offer a suggestion.

"Advice" is a noun, meaning the opinion or recommendation that was offered. I often see "please advice" (assuming you are asking for someone's opinion or suggestion).

3. YOUR / YOU'RE

"Your" is the second person possessive determiner, used to describe something as belonging to you (similar to "its" mentioned above). For example, your mistake.

"You're" is short for "you are". For example, "you're making a mistake".

4. "I WILL REVERT"

Many writers in this part of the region mean "I will reply". However, the word "revert" actually means to return to previous state.

For example, "without medication, she reverted to her amnesiac ways". Therefore, a more accurate form is, "let me get back to you".

5. 10-YEAR-OLD / 10 YEARS OLD

Hyphens are often misused by the most careful of writers. In this particular case, do study the intended phrase.

If a noun comes after years old, hyphenate it. For example, "This is a 50-year-old-book" (note: there is no 's' in years). The other alternative is "This book is 50 years old".

6. EVERYDAY / EVERY DAY

"Everyday" is a single word and an adjective, so it is the one that is used in front of a noun to describe something as normal or commonplace. "Every day" is an adjective (every) plus a noun (day), and it means each day.

7. COMPRISE / CONSIST

"Comprise" already means "is composed of". For example, the class comprised girls and boys. "Consist" must be followed by "of". For example, the tour group consisted of the young, elderly and the disabled. With so many of us spending time using e-mail at work, it is good to review what is drafted and check the message that we want to convey before hitting the send button.

This helps to reduce confusion and promote effective and efficient online correspondence.

Pamper Yourself Over The Weekend

By Dolly (HRM)

After an entire week of managing stressful deadlines and worrying about other people's problems, it's time to focus on taking care of yourself.

Try these simple but effective ways to put the spring back into your step:

ONE-MINUTE MEDITATION

Just quiet your mind and breathe deeply for one minute. You can do this while sitting on a park bench, standing in your kitchen, or even on the bus.

TWEAK YOUR DIET

Make small but simple goals: drink more water, eat more greens or cut back on sugar. These small changes are easy to implement and will benefit you in the long run.

SPA DAY AT HOME

Take a long shower, soak your tired feet, exfoliate or have a do-it-your-self facial. After such pampering, you are likely to feel refreshed and more relaxed.

READ A BOOK

Knowledge is power. It could even be entertainment. Read a novel, a funny comic, or even a cute children's book.

CATCH UP ON YOUR SLEEP

Have a massive sleep debt? Now's the time to get more rest – so your body can restore itself. Sleep is said to boost one's mood, improve memory and even sharpen attention.

START A #100HAPPYDAYS LOG

Lastly, make it a point to find something to be happy about every day. Even if you were scolded at work, you may have received loving hugs from your children or helped a stranger.

EDITORIAL TEAM

Community Editor – DOLLY THAM

Chief Editorial-in-Charge – JOEY NG

Editorial Artwork - VERONICA HOO

Contributors

Syazima (ADM) FangTing (QEHS) Pang (ADM / FIN)

Suryani (ADM) Rozel (JHM)

Halligans

Contact Us!!
- What's happening at your office?
- Completed Projects ?
- Awards ?
- Small Talks eg health or travel tips ? Latest technology or software ?
- Feedback?
- Comments ?

Photos that you have taken lately and like to share or be featured , do so on
The Halligram !

Email us now at halligram@jimhalls.com

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